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## ABSTRACT

In its efforts to develop an external degree program designed primarily for full-time working adults, Delaware County Community College conducted a study to determine methods of developing policies, regulations, and procedures to assess experiential learning, and to find out what office of the College should administer this program and how it should be financed. 150 questionnaires were distributed to institutional representatives of the Cooperative Assessment of Experiential Learning (CAEL), Princeton, N. J., asking for information on structure, current practices, and finance. It was concluded that the practice of awarding experiential learning credit is most often housed in the office of the Dean of Instruction with the faculty making most of the evaluating decisions based on documentation, interviews, letters of testimony, job descriptions, and examinations. The criteria against which to measure a person's experiential learning were competencies, courses, and general background of individuals in a wide range of curricula. The maximum credits that could be awarded showed no specific pattern and ranged from three to no limit. Most institutions received neither state nor local funds for this process and 46 percent charged no fees to students. Of those institutions charging fees, most felt that they were equitable. (Author/DC)

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**THE STRUCTURE AND FINANCING OF A PROGRAM  
to ASSESS EXPERIENTIAL LEARNING**

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**A Practicum Presented to Nova University in  
Partial Fulfillment of the Requirements for  
the Degree of Doctor of Education.**

**Nova University**

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## TABLE OF CONTENTS

	<u>PAGE</u>
INTRODUCTION	1
BACKGROUND AND SIGNIFICANCE	2
SURVEY OF THE LITERATURE	7
DEFINITION OF TERMS	20
LIMITATIONS OF THE STUDY	22
BASIC ASSUMPTIONS	23
PROCEDURES FOR COLLECTING DATA	24
PROCEDURES FOR TREATING DATA	25
SUMMARY AND ANALYSIS	26
BIBLIOGRAPHY	40
APPENDIX A: A multi-phased approach to the development of the external degree program at D.C.C.C.	i
APPENDIX B: College Policy on Experiential Learning	v
APPENDIX C: Letter and Questionnaire sent to members of the Cooperative Assessment of Experiential Learning Assembly (CAEL)	vi
APPENDIX D: CAEL Directory of Assembly Members	x

## INTRODUCTION

**Delaware County Community College has embarked on a four year plan (See Appendix A), which has been accepted by the President's Staff to develop an external degree program. Since this program is being directed predominantly at adults, one of the prime requisites is the development of policies, regulations and procedures to assess experiential learning. Two major aspects to be considered are what office of the College should administer this program and how is it to be financed.**

## BACKGROUND AND SIGNIFICANCE

**Delaware County Community College is a co-educational public, two-year institution located in a densely populated urban-suburban county bordering on Philadelphia. The college has an enrollment of approximately 3,000 full- and part-time students. It offers day and evening programs at its main campus and three off-campus centers and, in addition, provides educational opportunities to some 7,000 persons through its community service programs.**

**Sponsored experiential learning (cooperative education) has been recognized in the business occupational programs since 1970. More recently, a broader policy of granting students credit for prior experiential learning has been adopted and is now being advertised. (See Appendix B). In addition, the administration, in response to an obligation to meet more relevantly the needs of adult students, has authorized the Dean of Instruction--Continuing Education and Non-Traditional Studies to form an all-college committee to investigate and plan an individualized competency-based external degree in which experiential learning will play a major role.**

**The underlying philosophy for the proposed program is the belief that the adult student has special needs which can best be served through an individualized degree built upon the base of life experience which, once evaluated and credited, can be rounded out with whatever combination of**

learning experiences are appropriate to demonstrate the competencies demanded for the student's chosen educational concentration. Both experiential learning gained prior to enrollment and that sponsored by the institution will have a place in the program. The program will be designed primarily for the full-time working adult.

The program will be a demonstration project centering on four fields in business and related curricula: Business Management, Retail Management, Data Processing, and Secretarial Studies. Current plans call for initiating the program in January 1975. If successful, the program will be expanded to as many curricula of the college that is practicable.

Several additional features of the proposed plan should be noted. Admission to the program will be limited initially to approximately 100 students who have been out of high school for five or more years and who can document evidence of meaningful life experience around which an individualized program can be developed. The essential instrument for developing the student's degree package will be the educational contract which will provide for both the assessment of the student's present level of achievement and the development of an appropriate program of study to meet the competencies demanded in the associate degree. The program will be competency-based requiring the identification of competency objectives for all three degree components, i.e., in general education, related studies,

and the area of specialization. The student will become involved in a variety of learning experiences in order to attain expected competencies. Included could be regular course work, sponsored experiential learning, independent study, and the use of the college's tutorial and learning centers.

Since the proposed program will enroll students who will possess a wide variety of experiential learning and be exposed to many different learning activities, the program plan calls for the utilization of a variety of techniques to evaluate student competencies and experiential learning. Central administrative responsibility for coordinating such efforts will rest with an organized "Assessment Center", which will administer college equivalency examinations, such as CLEP, and coordinate the efforts of faculty committees and individual faculty in devising assessment methods and tools.

While it is difficult to predict the specific assessment techniques which will most often be used, the admissions requirement for prior experience in the pilot group of four business-related fields suggests that techniques most appropriate to evaluating work experience will receive great emphasis. The faculty and administrative staff responsible for planning the program are sensitive to the fact that the assessment of prior work experience will require comprehensive, thoroughly developed documentation procedures, particularly with respect to agreed upon

criteria for determining the quality and depth of the experience. In fact, the crux of the documentation process will be the creation of educationally defensible criteria. When it comes to applying other assessment practices for other types of experience connected with the general education and related studies components of the degree program, the basic thrust will be to tailor the evaluation technique to the individual learning situation. This will require a great deal of experimentation and long-term development of experience in evolving workable assessment methods on the part of faculty and staff.

As mentioned earlier, the responsibility for the coordination of this effort has been delegated to the Dean of Instruction for Continuing Education and Non-Traditional Studies, since it is his office that deals predominantly with the older students and has developed numerous innovative programs to meet the educational needs of adults. One consideration of this study is to determine if that office should in fact continue with this program through the implemental stage.

Another serious concern relevant to the feasibility of such a program is finance. The President of Delaware County Community College, Dr. Douglas F. Libby, Jr., has indicated a need for researching the financing of programs of this type so that the College can have the experience of other institutions of higher education as a base point in implementing the financial structure.

**The basic questions that must be answered are as follows:**

**1. "How much is it going to cost?"**

**Faculty salaries  
Administration  
Overhead**

**2. "Where is the money coming from?"**

**Student tuition and fees  
Local sponsor  
State**

**Within the framework of the above questions, this study summarizes the structure and financing of other institutions, getting into such specifics as responsibility for the program, curricula excluded from their process, credits awarded, funding agencies outside the normal process, state and local funding of this process, tuition and fees assessed students, equitability and cost effectiveness of these fees, faculty compensation methods and the impact of collective bargaining as a determinant.**

## SURVEY OF THE LITERATURE

As can be expected in any new "movement" in higher education, much of the literature is new. In addition to a manual library search, a computer search was conducted of the Educational Resources Information Center (ERIC) by the Lockheed Information Retrieval Service under the description "External Degree".

In an attempt to better organize this section of the study, there are three divisions: Experiential Learning, Structure and Finance.

Experiential Learning - Smith (1974) indicated that there were four major factors producing the movement of higher education toward experiential learning:

1. There has been too sharp a distinction between life and work.
2. The range of subject matter in Colleges and Universities has expanded greatly. The community college occupational programs have been a strong force, along with concerns about effective education and the integration of these as courses within the curriculum.
3. Experiences that older students brought with them looked very much like sponsored experiential learning.
4. The rhetoric and emerging policies of the day, such as the legal status of credentials as a requirement for positions in the world of work, along with pressure from commissions, agencies, etc.

Smith (1974) also outlined three factors resisting the development of experiential learning:

1. Traditional faculty - "You haven't learned English 1010 until you have taken my course."
2. Residency mandated by state agencies or regulations of colleges and universities.
3. The state of the art.
  - a) Failure to have rationale.
  - b) Unavailability of assessment techniques.

Coleman (1974) compares deduction and induction to information assimilation and experiential learning. He reviewed the steps of information assimilation as reception of information, understanding the general principle, particularizing, and acting. He said that in experiential learning, the steps are reversed and information is in fact generated only through the sequence of steps themselves.

Houle (1973) wrote that the assessment of non-sponsored experiential learning has received a great deal of attention in recent years, but still presents major problems, partly because unstructured life activities often cannot be squared with formal course requirements and partly because the body of organized and theoretical knowledge which serves as the basis for formal study often is not covered by direct experience.

Bray and Grant (1966) provide a basic psychometric evaluation of the assessment center concept as it developed at American Telephone and Telegraph Co., Inc. They focused on an analysis of the intercorrelations among assessment variables and final overall rating of potential managers. Working separately with college-trained and non-college trained groups, they found eight factors for explaining the characteristics of the sample.

The labels are:

1. Administrative skills
2. Interpersonal skills
3. Control of feelings
4. Intellectuality
5. Work oriented motivation
6. Passivity
7. Degrading
8. Non-conformity (college groups only)

Churchill (1973) stated six major principles for considerations relating to evaluating demonstrable prior learning for multi-campus

Antioch College:

1. Explicit degree requirements shall be stated by all campuses.
2. The admissions process shall include consideration of the value of prior learning and discussion of such learning with the applicant.

3. Procedures will be developed for assisting students to identify, describe and document past learning.
4. Explicit procedures shall be developed for preparing student plans to satisfy degree requirements.
5. The evaluation of past learning shall be undertaken only by competent evaluators.
6. Institutional procedures for implementing policy will be formulated and periodically reviewed.

Warren (1974) said that assessment procedures and criteria would vary according to the purpose of the learning experience. He said that a student preparing for a career in business might be evaluated on a different set of criteria and by different procedures than a student planning to study law or pursue graduate studies in political science.

The goals for an "Alternative System Higher Education" as recommended by the Connecticut Commission for Higher Education (1973) made provision for the needs of non-affiliated students, especially adults, 1) who have a need, desire, and capability for further education and re-training to fulfill occupational objectives, or 2) who have need for formal recognition of learning they have acquired outside the classroom.

### Structure

Gould (1973) indicated that careful attention should be given to articulation among earlier, higher, and adult education, particularly in relation to non-traditional study. He also said that appropriate alterations in patterns of governance should be considered when non-traditional arrangements become significant either within an institution or among institutions. Another major point made by Gould (1973) was that the support of boards of trustees or regents, commissioners and other administrators, faculty senates and controlling committees, and student organizations should be actively sought in any efforts to introduce non-traditional forms into existing institutions.

Allen (1971) stated the following premises to be of primary importance in evaluating the options for a structure to implement an external degree program in Massachusetts:

1. Provide the highest degree of flexibility of operation.
2. Maximum use of existing educational structure.
3. Respond to the widest range of potential students.
4. Organizational pattern should serve to enhance the credibility, prestige and reputation of the program and its degree.
5. Encourage opportunity for innovation.
6. Provide maximum protection from undue influence and content of partisan politics and special interests.

7. Consider short-range question of place in present organization for public higher education, but also the long-range possibility of a reorganized state structure for all of public education.

In structuring the external degree program as a part of its continuing education plan, Ferris State College (1973), in the report of the planning committee, saw it as fitting between the columns below and saw the connecting institutional force it exerts.

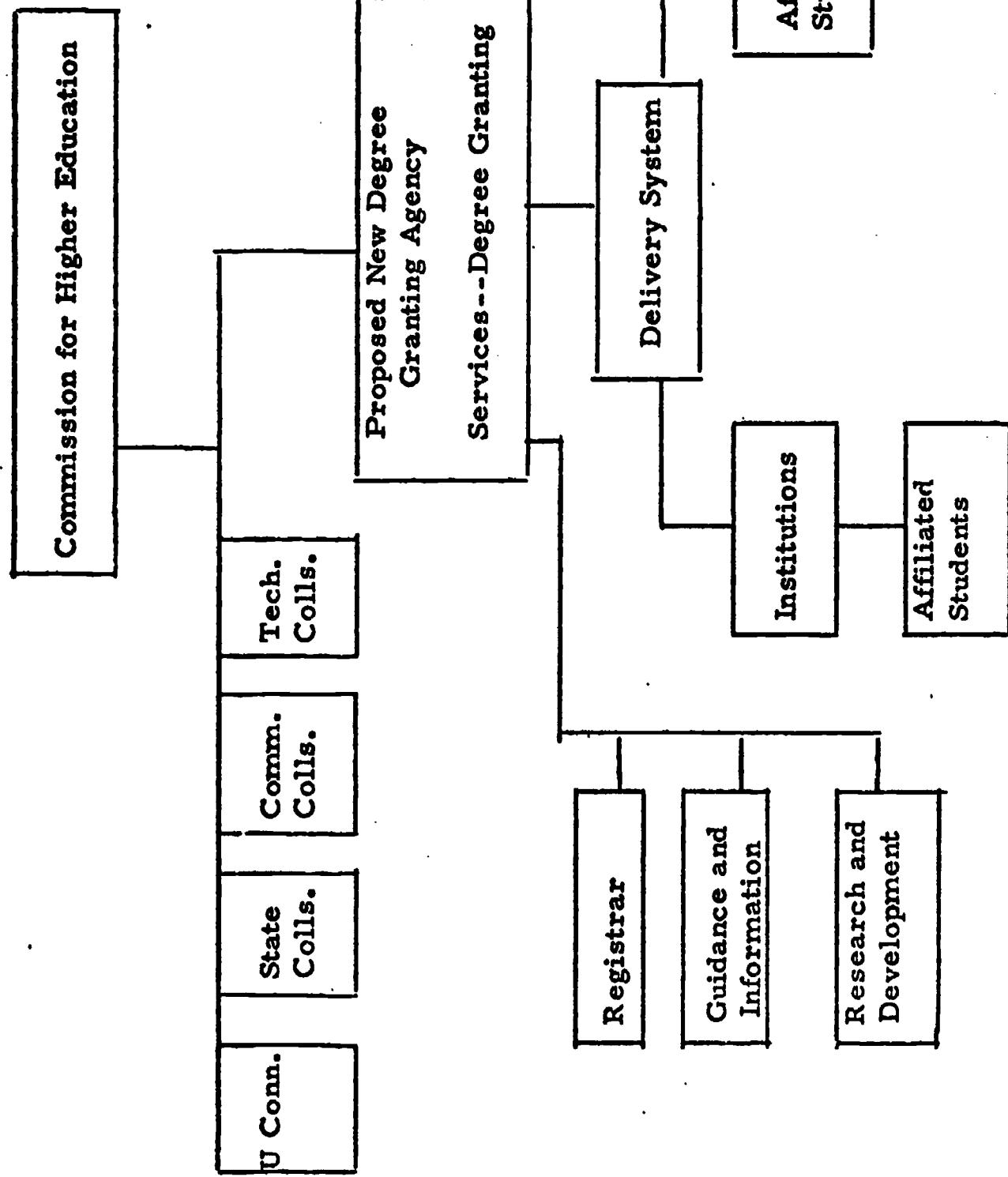
New (Lifelong)  
(In and Out of School)

<u>Concept</u>	<u>External Degree Program</u>	<u>Institution</u>
Daily Work		Museums
Experience		Places of work
Organized group trips		Business
Self-study		Parks
Travel and observation	Student created program;	The city, town, county
Attendance--school courses, seminars	qualifying or proficiency examinations	Libraries
		Schools (all levels)
		Governments
		Welfare agencies
		Hospitals, clinics

Under the heading, "Organizing for Continuing Education," (which includes the external degree) the Ferris State College study (1973) recommended that a director (chairperson, dean) be appointed, on a major administrative level.

In Connecticut, the Commission for Higher Education (1973) recommended that a new constituent unit within the state system of higher education should be created. This unit, with its own board of trustees, should have authority (1) to award undergraduate degrees on the basis of examinations and transfer of credit, (2) to award credit for learning on the basis of demonstrated competency without regard to how it was achieved, and (3) to provide services necessary to implement its functions as a degree and credit granting agency. Under the heading "Location and Number of Institutional Units", they stated that in view of the very recent movement to establish external degree programs and open universities, it is urged that there be provision in the Master Plan for further study of the impact of these innovations on patterns of enrollment so that estimates of need for new institutions and for changes in existing institutions may be modified accordingly.

The Connecticut study (1973) illustrated their organizing concept as follows:



Finance

Shaw (1969) noted increasing support at the federal and state levels for programs of adult education.

Gould (1973), as Chairman of the Commission on Non-Traditional Study, listed cost including tuition and all incidentals as the most predominant obstacle to learning cited by would-be learners, 53%. He also said that systems of faculty reward and promotion should not discriminate against the person who teaches in non-traditional programs.

Gould (1973) also pointed out that alternative fee structures cannot be avoided when major educational changes occur. He said that public institutions, whose income is ordinarily determined on a full-time student (or equivalent) basis, must devise some formula of payment that guarantees adequate support.

Bowen (1973) discusses a model external degree institution and enumerates average costs of \$40 for evaluation of a student's educational history and status, \$30 per student for counseling, \$100 per student course enrollment, \$100 per student for comprehensive examinations. He further suggests that charges for students in external study should be at least as high, relative to cost, as that for resident study. As to whether tuition should produce a large or small share of the cost, Bowen (1973) states that essentially the same arguments would apply to external degree programs as apply to conventional resident instruction. He concludes by saying that

external degree programs of quality are likely to be quite costly--at least in the short run--and cannot be absorbed into institutional budgets without adequate funding, and that efforts to mount these programs without sufficient financing will inevitably hurt performance in both internal and external programs.

Houle (1973) advises institutional leaders considering embarking on an external degree program that there are only a few financial guidelines available, some of them ambiguous.

1. The external degree and the administrative unit which supports it and other educational services tend to produce revenue for their universities. In at least a few cases, they are maintained precisely because they help support other parts of the institution.
2. Some special degrees for adults are less expensive than internal degrees at the same university; some are most costly.
3. A great deal of attention must be given in cost accounting to the maintenance of quality.
4. None of the major non-traditional assessment degree programs in the United States have existed long enough to demonstrate this on-going financial viability.
5. If the external degree program is to be experimental, new systems must be devised for assessing student fees.
6. The out-of-pocket costs to both student and university usually are much less for the external degree than for the internal degree.

Houle (1973) also said that the chief cost benefit of an external degree to a college, particularly one experiencing a decline in the number of internal students, comes from more efficient use of its human and building resources.

In their report on the "Open University" (1971) the Massachusetts State Board of Higher Education reported costs in Britain's Open University as \$635 per student and the Urban College of Roxbury, a branch of the Antioch University Without Walls, as \$2,660 per student. The estimate for start up costs for an external degree program were projected at ten per cent of those for a conventional university. The report went on to say that the annual cost per student for instructional services at the Massachusetts Open University were estimated as follows:

Mentors	\$200
Tutors	\$250
Evaluation	\$200
Adjunct Faculty	<u>\$ 30</u>
	\$680

The Federation of Regional Accrediting Commissions of Higher Education (1973) with regard to non-traditional study, was concerned with the placement of responsibility, the use and availability of resources, and the relation between student charges, services rendered, and benefits acquired.

Byham (1970) estimated that the costs of assessment centers to identify industrial, managerial talent were \$500 per candidate including housing and transportation costs.

Hawkridge (1973) noted that income at the British Open University was derived from government grants, student fees and substantial sales of Open University materials in North America. He said that any cost analysis will provide differences depending on whether we look at recurrent or capital costs, at costs per student, per course, or per graduate, or at costs set against life-time benefits. He concluded that the University is likely to continue to be cost effective within most of these frames of reference.

Wagner (1973) tried to evaluate the costs of the Open University compared with those of conventional British Universities. Using figures from the first three years of the University's development he concluded that whichever formula was used, the Open University was appreciably cheaper in recurrent costs and considerably cheaper in capital costs.

Wagner (1972) gave the following figures to illustrate comparative costs:

	<u>Open University</u>	<u>Conventional</u>
A. Average recurrent cost per equivalent undergraduate	£ 251	£ 940
B. Capital cost per student place	£ 165	£ 3000
C. Average recurrent cost per graduate	£ 4000 at 85% deposit	£ 4000 +
D. Resource cost per equivalent	£ 268	£ 1577

In Connecticut (1973), the Commission for Higher Education recommended that public funds should be made available to staff and implement a pilot program on an expandable basis in response to a continuing appraisal of need. The budget proposed for fiscal 1973-74 was \$113,850 for planning and initial implementation.

Rosenstein (1972) found costs of external degree programs to vary considerably depending upon the institution. As could be anticipated, the larger the number of students effected, the lower per unit cost. This range went from \$2,200 per student for 100 students at one institution to \$550 per year for 100 students at another institution.

DEFINITION OF TERMS

1. Assessment - a valuation made by authorized persons according to their discretion.
2. Competence - the ability to exhibit the level of performance that is requisite to the successful attainment of a particular goal.
3. Competency Objectives - criteria for meeting an acceptable standard of skill.
4. Cost Effectiveness - relationship of costs in relation to expected outcomes and in relation to other functions of the enterprise.
5. Educational Contract - document specifying learning outcomes through prior sponsored and non-sponsored experiential learning and formal courses as well as delineating the plans for future learning outcomes leading to a completion credential.
6. Experiential Learning - learning that takes place independent of classroom instruction and related practices such as term papers.  
  
Sponsored Experiential Learning - learning that takes place under the direction of a college or university with learning outcomes defined.  
  
Non-sponsored Experiential Learning - learning that takes place, usually prior to enrollment in a program of study leading to a degree, and without learning outcomes defined in advance.
7. Finance - to supply the means for.
8. Local Sponsor - agency of government, county, city or schools which provide tax support to a community college.
9. Non-traditional Studies - a specially-designed program based on new or unconventional forms of education free of the time and place limitations of traditional classroom instruction.

10. Occupational Programs - two year skill oriented courses of study in two year colleges aimed at preparing students for careers.
11. Overhead - the total expenses involved in running a business enterprise excluding the cost of materials for production and the production expenses: specifically, the costs of rent, furnishings, lighting, heating, taxes, insurance, and the office expenses of a concern.

### LIMITATIONS OF THE STUDY

Variables that cannot be controlled are a part of any study.

Therefore, the following should be noted as limitations to this study:

1. Relative "newness" of the concept provides a small sample.
2. Sample is pretty much restricted to members of the Cooperative Assessment of Experiential Learning (CAEL) Assembly and Task Force Institutions, since this is the only method at this time of identifying those involved in this process without surveying all institutions of higher education in the country.
3. Pattern of financing public institutions vary from state to state.
4. Pattern of financing differs among state colleges and universities, private colleges and universities, and community colleges.
5. The enrollment or size of faculty of each College was not taken into consideration.

BASIC ASSUMPTIONS

1. That response made by the institutional representation completing the survey document are accurate.
2. That homogeneity of variance was operative by virtue of the assumption that the population in the sample is distributed normally.
3. That institutions of higher education, from a global standpoint, have similar organizational structures.

### PROCEDURES FOR COLLECTING DATA

1. Through a questionnaire (See Appendix C), Colleges and Universities who are members of the Cooperative Assessment of Experiential Learning (CAEL) Assembly, Educational Testing Service, Princeton, New Jersey (See Appendix D), have been surveyed to determine the structure and financing of their program to assess experiential learning. These questionnaires were distributed to the institutional representatives attending the first CAEL Assembly meeting in Chicago on October 6-7-8, 1974. In addition, the questionnaires were mailed to each institution with replies being asked by October 15, 1974. Those institutions not responding by that date were sent a follow-up questionnaire on October 17, 1974.
2. All duplicate questionnaires were discarded.
3. All questionnaires returned with insufficient data upon them were rejected.

PROCEDURES FOR TREATING THE DATA

The data received is not adequate to use a statistical technique, due to the size of the sample and the diversity of the institutions. There is, however, enough commonality in structure and financing to be able to describe patterns and trends on the following topics:

1. Office of the College to be responsible for implementing program.
2. Criteria used to measure experiential learning.
3. Performance and techniques of the evaluation and assessment process.
4. Maximum number of credits that can be awarded.
5. Curricula excluded from the program of assessing experiential learning.
6. Reasons for the above exclusions.
7. Federal or foundation support.
8. State and local funding.
9. Student tuition and fees for this process and their relevance to normal tuition and fees.
10. Basis for establishing student tuition and fees.
11. Equitability and cost effectiveness of tuition and fees.
12. Compensation of faculty involved in this process.
13. Impact of collective bargaining as a determinant for faculty compensation.

**Summary and Analysis of Questionnaire Titled,  
"Survey of Structure, Current Practices and  
Financing of Non-College Sponsored  
Prior Experiential Learning"**

**October, 1974, conducted by Eugene J. Kray,  
Dean of Instruction, Continuing Education  
and Non-Traditional Studies**

**PART I: Structure and Current Practices**

**Question 1. Does your institution now award credit or plan to award credit  
on the basis of experiential learning?**

80 Yes 20 No 3 Yes, but data insufficient to use.

Out of 150 questionnaires distributed to credit awarding institutions of higher education, there were a total of 103 responses (69%). 80 of the responses were usable since 20 were negative and were advised that they need not complete the remaining portion of the survey and 3 responses had insufficient data.

**Question 2. Type of institution of higher education:**

- a) 14 Public two year College
- b) 1 Private two year College
- c) 1 Technical Institute (2 year)
- d) 1 College (3 year B.A.)
- e) 13 State or City Colleges (4 year)
- f) 22 Universities
- g) 25 Private Colleges and Universities ( 4 year)
- h) 3 Upper Division Colleges and Universities

The responses returned were equally distributed over the sample. Responses from community colleges compared favorably with the responses of the total sample, 14 out of 21 (67%) compared to (69%). A comparison of the data received from community colleges to the data of the total sample showed no distributive difference, i.e., community colleges were not dealing with the question related to structure, current practices and finance in awarding credit for experiential learning, any differently than other colleges and universities.

**Question 3.** In which office of your institution is the program to assess or credential experiential learning housed? (Check all that apply)

<u>Assess</u>	<u>Credential</u>	
4 (33%) 29	3 (37%) 34	Dean of Continuing Education Dean of Instruction (including many related titles)
7	5	Director of Admissions
		Other--
(14%) 13	(15%) 13	Faculty (individually or Committee)
5	1	Department or Division Chairperson
5	5	Registrar
(16%) 14	(20%) 18	Evaluating Centers
12	10	Misc.

The office of the college responsible for implementing the assessing and credentialing experiential learning is predominantly the Office of the Dean of Instruction followed by Evaluating Centers and the faculty (individuals and committees).

**Question 4.** Who performs the actual evaluation decision to credential the individual's experiential learning?

<u>(63%)</u>	<u>68</u>	Faculty
<u>11</u>		Director of Non-Traditional Studies
<u>4</u>		Director of Admissions
		Other--
<u>6</u>		Dean of Instruction (including related titles)
<u>5</u>		Outside experts
<u>14</u>		Miscellaneous

It was interesting to the author that the faculty make only 63% of the evaluating decisions. He would have hypothesized that this figure would be closer to 90%.

**Question 5. Against what criteria is a person's experiential learning measured? (Check all that apply)**

(33%) 51 Specific courses in your college curricula  
(35%) 54 Competencies  
(24%) 37 General evaluation of a person's background  
Other--  
    5      Learning experiences  
    6      Miscellaneous

Although competency based learning is relatively in its infancy in higher education, the survey indicated that this was the predominant criteria used to measure learning.

Question 6. What is the maximum number of credits that can be awarded for experiential learning.

<u>Four Year Colleges</u>	<u>Credits</u>
11	No Limit
1	No Limit (45 of last 60 on campus)
1	147 (45 additional required in residence)
1	125 (32 within a subject area)
1	94 (30 additional required in residence)
2	90
1	75
1	72 (30 Non-liberal arts)
1	62
2	60
1	58
1	45
1	36
1	35
1	32
4	30
1	26
1	24
1	20
2	18
1	17
2	15
1	14
4	12
1	10
1	11 (out of 36 required for graduation)
2	9
1	6
2	Varies according to program
7	Not yet determined

Question 6. (Continued)

<u>Two Year Colleges</u>	<u>Credits</u>
1	Whole degree
1	58
2	45
1	30
1	21
1	16
2	15
1	3 (+ 6 for current experiential learning)
2	Varies according to program
3	Not yet determined

There was no specific trend with regard to maximum number of credits to be awarded. The range was from 3 to no limit. The most frequent response 12 out of 73 (16%) was that there was no limit on the number of credits to be awarded.

Question 7. What techniques do you use to assess experiential learning?  
(Check all that apply)

- 52 Formal examination
- 68 Faculty interviews
- 51 CLEP
- 78 Documentation
- 56 Letter of Testimony
- 56 Job Descriptions
- Other--
  - 8 Observation of Performance
  - 2 Consultant Interview
  - 3 Miscellaneous

The distribution of responses to this question were widespread with most of the respondents using multiple techniques to assess experiential learning.

**Question 8. Please list the curricula of your College for which credit is awarded for experiential learning.**

- 3 Accounting
- 1 Anthropology
- 7 Art
- 13 Bachelor of Arts
- 13 Bachelor of Science
- 11 Business
- 3 Business Education
- 8 Career Programs
- 3 Chemistry
- 4 Drama
- 9 Economics
- 12 Education
- 6 Engineering
- 4 Fine Arts
- 7 Foreign Languages
- 5 Geography
- 3 Geology
- 6 Health Care Sciences
- 8 History
- 4 Home Economics
- 5 Hotel Management
- 12 Humanities
- 4 Industrial Arts
- 1 Kinesiology
- 14 Liberal Studies
- 2 Library Science
- 3 Marketing
- 5 Math
- 6 Music
- 5 Nursing
- 3 Office Administration
- 2 Photography
- 3 Physics
- 2 Planning
- 3 Police Science
- 12 Political Science
- 9 Psychology
- 4 Physical Education
- 6 Public Administration
- 3 Real Estate
- 1 Recreation
- 5 Religion and Ethics

**Question 8. (Continued)**

- 9 Science
- 2 Sculpture
- 9 Social Science
- 7 Sociology
- 3 Special Education
- 1 Urban Affairs
- 3 Work Center Management

The curricula for which experiential learning credit is awarded is distributed over a wide area with no single curriculum predominating.

**Question 9. Are there any specific curriculum areas or courses for which you have not been able to award credit for experiential learning?**

35 (42%) Yes    49 (58%) No

**Curriculum areas:**

- 3 Art and Music
- 6 Biological Science
- 5 Business
- 1 Education
- 1 Engineering
- 4 Humanities
- 8 Liberal Arts
- 5 Nursing
- 4 Practice Teaching
- 3 Varies

Question 9. (Continued)

If yes, for what reason?

- 21 Faculty reluctance
- 11 Administrative reluctance
- 6 Difficulty with state approving agency (e.g.  
State Board of Nursing Examiners)
- 4 Difficulty with professional approving agency  
(e.g. National League for Nursing,  
American Association of Collegiate Schools  
of Business)

Other--

- 2 Insufficient academic work
- 1 Faculty council guidelines for program
- 1 Investment of feasibility for assessment
- 1 Integration
- 2 Developing tests
- 1 Lack of funds

35 (44%) of the respondents indicated specific curriculum areas for which experiential learning credit could not be awarded. The liberal arts curriculum area was specified most often. Faculty reluctance was the reason in most instances.

## PART II: Financing

**Question 1.** Do you receive or have you received any federal or private foundation support for assessing experiential learning.

20 (25%) Yes 60 (75%) No

If yes, please indicate the agency or foundation:

8 CAEL  
1 College Work Study  
1 Edinboro Foundation  
3 FIPSE  
1 Ford Foundation Grant I  
1 Hill  
2 Kellogg  
1 Law Enforcement Program  
1 State Educational Coordinating Council  
1 Title I

20 colleges (25%) indicated they received federal or private foundation support. The Cooperative Assessment of Experiential Learning (CAEL) project was noted most often followed by the Fund for the Improvement of Post Secondary Education (FIPSE).

**Question 2.** If you are a state or quasi-state institution, do you receive any state funds to directly support the assessing of experiential learning?

15 (19%) Yes 65 (81%) No.

If yes, on what basis? (Check all that apply)

2 number of credits awarded to each student  
3 special grant for this project  
11 part of the regular operating budget

15 institutions (19%) of the total sample indicated they received state funds. 11 (73%) of these institutions indicated that they received these funds as a part of the regular operating budget. Of these 11 institutions, 4 charged no fees to students for this process, 6 charged a flat fee ranging from \$30 to \$350, and 2 charged on the basis of credits awarded.

**Question 3. Do you receive any local funds (particularly for community colleges) to support the assessing of experiential learning?**

4 Yes 76 No

If yes, on what basis (Check all that apply)

<u>0</u>	number of credits awarded to each student
<u>0</u>	special budgetary appropriation for this project
<u>3</u>	part of regular operating budget
	Other--
<u>1</u>	group basis with fees paid by state agency in question

Of the 4 institutions receiving local funds for this process, 2 (50%) were community colleges. Neither of the community colleges charged a fee to students.

**Question 4. How are students charged for the assessment of their experiential learning? (Check all that apply)**

37 (46%) no fees charged  
college application fee:

2	\$ 5
5	\$10
2	\$15
1	\$25
2	\$35
Total	<u>12</u> (15%)

per credit hour awarded:

normal per credit hour tuition:

1	5	5
2	10	35
1	10	50
1	12	10
2	15	15
2	15	50
1	20	--
2	21	21
2	25	45 to 67
1	30	50
1	31	31
Total	<u>16</u> (20%)	

Question 4. (Continued)

flat fee:

2	\$ 15
3	30
2	50
1	185
1	250
2	300
1	350
Total	<u>12 (15%)</u>

other:

Contract Degree \$75; \$150 total program; Special  
Exams \$8-10.  
\$50 fee for Review Board  
\$15 per area awarded credit  
\$25 per course  
\$140 for portfolio evaluation  
\$1 to \$5 per credit  
\$75 assessment fee  
\$50 departmental examination fee in some cases  
(1-11 cr. hours at 50% of per hour full tuition, \$30 = \$40  
(12-18 cr. hours at 40% of base tuition, \$1200 = \$480  
(19-30 cr. hours, \$500  
(31-64 cr. hours, \$600; over 64 cr. hours....waiver  
and \$700

No fees were charged by 37 colleges (46%) involved in the assessment of experiential learning. Of those institutions charging tuition or fees, there did not appear to be any clear cut trend, although only 4 of the 16 charging on a credit hour basis (25%) charged the same tuition as charged to students taking courses.

**Question 5. If fees are charged, what is the basis for setting that fee?  
(Check all that apply)**

<u>17</u>	same tuition rate as charged to all students
<u>5</u>	state mandated fee
<u>20</u>	estimated to cover student's share of overall operating costs
<u>11</u>	other (many varied answers)

Although only 4 of the 16 colleges (25%), charging tuition on a credit hour basis, charged the same tuition as charged to students taking courses, 17 of the 43 institutions charging fees (40%) indicated that the fees were charged on the basis of the same tuition rate as charged to all students.

**Question 6. Do you believe that the fees charged to students are equitable?**

44 Yes 4 No.

If no, why not?

Too low because of extensive counseling.  
Fee response costs do not equal charges.  
Faculty concerned about experiential credit and relation to general tuition fee.  
Testing process time consuming with faculty not compensated.

44 of the respondents believed that the fees charged to students were equitable. This represents 92% of the respondents answering this question. It is interesting to note that the negative responses to this question generally were because they thought the fees were too low.

Question 7. Do you believe that the fees charged to students are cost effective relative to other areas of your institution?

36 Yes 4 No.

If no, why not?

Too low because of extensive counseling involved.  
Does not begin to cover costs.  
The evaluation procedure is carried on "free of charge"  
(payment for credit only). Cost of evaluator's time is  
carried totally by the institution.  
As of this date, fee schedule is regained.

36 of the respondents to this question (90%) thought that the fees were cost effective. Those who did not again felt that the fees charged were too low.

Question 8. If full time faculty are involved in the assessment of experiential learning, how are they compensated? (Check all that apply)

17 (21%) part of regular load--given reduction from  
normal teaching assignment.  
46 (58%) part of regular load--no additional compensation  
3 on a per student basis: A)\$240 per student  
B)\$10  
C)  $1\frac{1}{2}$  times the hourly rate  
1 on a credit hour basis \$1.00 per credit hour  
2 on a contact hour basis A)\$8.00 per contact hour  
B)\$10.00  
2 contracted amount A)\$100 a month for 5 assistants  
B)10  
7 Other--  
\$8 for special exam, \$20-25 for contract degree,  
\$12 per professional hour  
Receive a fee for validating departmental exam  
System not developed yet  
\$50 per student per area of evaluation  
Overload  
Hourly basis corresponding to \$100 a day  
honorarium  
\$125 for developmental exams  
2 No answer

Question 8. (Continued)

46 institutions (58%) reported that faculty involved in the assessment of experiential learning did so as a part of regular load with no additional compensation. This was astounding to the author since he had hypothesized that some form of overload structure would be predominant. 17 of the colleges (21%) indicated that this was a part of the regular load but that faculty were given a reduced teaching assignment.

Question 9. Does your institution have a collective bargaining unit?

24 (29%) Yes 56 (71%) No

If yes, was the question of compensation negotiated?

— Yes 21 No

It was interesting that only 23 of the institutions had a collective bargaining unit. Understanding that there were institutions who were involved in the assessment of experiential learning, a hypothesis might be: "The collective bargaining process has prevented or deterred colleges from becoming involved in the assessment of experiential learning." There is certainly insufficient data to prove or disprove this hypothesis, however, the answer to the final question seems to disprove it since only 3 (13%) of the 23 institutions with bargaining units indicated that the question of compensation was negotiated.

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## **APPENDIX A**

A MULTI-PHASED APPROACH TO THE DEVELOPMENT OF THE EXTERNAL DEGREE PROGRAM AT D.C.C.C.

Legend: 0 = Begin; Δ = Completion and/or implementation

<u>PHASE I</u>	7/1/73	1/1/74	7/1/74	1/1/75	7/1/75	1/1/76	7/1/76
A. Credit by Examination							
1. Review existing policy and procedure.	0	.....Δ					
2. Investigate financing, including tuition or fees and state reimbursement.	0	.....Δ					
3. Develop organizational and administrative unit to centralize the process.	0	.....Δ					
4. Develop compensatory structure for faculty.	0	.....Δ					
5. Develop marketing strategy for recruiting students into the program.	0	.....Δ					
6. Review the CLEP program with particular concern for appropriateness in specific areas and cut-off scores.	0	.....Δ					
B. Competency Based External Degree							
1. Study of literature, collect data and review recent developments and visit Colleges who have operational external degree programs.	0	.....Δ					
2. Up-date faculty on the philosophical concepts of the external degree and obtain their commitment.	0	.....Δ					
3. Solicit release time proposals from faculty for the development of competency and assessment criteria objectives in selected occupational curricula.	0	.....Δ					

4. Retain a consultant to work with the above faculty in the development of competency objectives and assessment criteria in the occupational curricula selected.

5. Investigate the consortia Cooperative Assessment of Experiential Learning (CAEL) as being developed under a grant from the Carnegie Foundation by the Educational Testing Service.

0 ----- Δ

**C.** Funding Development both of Competency Objectives for the External Degree

1. Fund for the Improvement of Post-Secondary Education. 0 ----- Δ
2. Vocational Education Funds. 0 ----- Δ
3. Pennsylvania Open College Fund. 0 ----- Δ
4. DCCC released time funds. 0 ----- Δ

**D.** Placement Testing

1. Review relationship to Credit by Examination and consider possible integration of certain aspects. 0 ----- Δ
2. Consider centralization of the process. 0 ----- Δ
3. Consider ramifications of a fee structure as the Placement Testing might interface with Credit by Examination.

**E.** Assessment Center

1. Consider development in light of some of the above. 0 ----- Δ

2. Consider organizational and administrative relationships.
3. Consider staffing.
4. Consider operational costs.
5. Consider relationship to existing structure and where assessing ends and counseling begins.

0 -----Δ  
0 -----Δ  
0 -----Δ  
0 -----Δ  
0 -----Δ

## PHASE II

### A. External Degree

1. Review and evaluate overall process to date in light of delivery system and organizational structure to accomplish goals.
2. Initiate faculty involvement and funding for the development of remaining occupational curricula.
3. Initiate the development of the competency objectives "concept" with faculty and others within the college and university transfer curriculum.
4. Begin discussions with four year colleges on a cooperative arrangement to accept transfer students from the external degree program.

Δ  
Δ  
Δ

### B. Other

1. Anticipate organizational structure necessary to encompass existing internal policies and developing policies into one administrative unit.

0 -----Δ

0 -----Δ (7/1/77) -----Δ

0 -----Δ  
0 -----Δ  
0 -----Δ

0 -----Δ

0 -----Δ

7/1/73 1/1/74 7/1/74 1/1/75 7/1/75 1/1/76 7/1/76

PHASE III

A. External Degree

1. Evaluate effectiveness of the program from a stand point of acceptability, marketing strategy, and effect on existing programs.
2. Examine cost effectiveness of program.



## **APPENDIX B**

Approved P.S.: 7/10/74  
Approved B/T: 7/17/74

#### 4.6.14 Assessment of Experiential Learning

The Community College of Delaware County recognizes that college-level study and achievement does not always take place in the formal setting of the college classroom. Such college-level learning may have taken place through on-the-job training, military service schools, the United States Armed Forces Institute, independent study, travel, etc. The College will, therefore, award credit where such achievement is relevant and can be demonstrated through standardized tests such as the College Level Examination Program (CLEP), through its own Credit by Examination Policy, through a faculty assessment of experiential learning, and/or through such other measures as the College may devise.

## **APPENDIX C**



# Delaware County Community College

Media, Pennsylvania

19063

353-5400

October 4, 1974

## MEMORANDUM

**To:** My Colleagues in the Assessment of Experiential Learning

**From:** Eugene J. Kray, *Dean of Continuing Education and Non-Traditional Studies*

**Subject:** Survey of Structure, Practices and Financing of Non-College Sponsored Prior Experiential Learning

On the basis of many visits, phone calls, and discussions with people around the country, we have found many colleges that are in the same position as we in groping for answers to difficult questions pertaining to some of this new earth upon which we are now treading in the area of experiential learning.

Since we are in the embryonic stages of developing a program to assess experiential learning (we now use CLEP, departmental examinations, and are into a four year plan to use competency objectives as criteria), we are attempting to compile some information through the enclosed survey document that will be helpful, not only to us, but to many colleges with whom we have recently spoken. This survey will also be used as the basis for a practicum in College Governance which I will be writing as a doctoral student in Community College Administration at Nova University.

We might add that some recent documents we have received from the Cooperative Assessment of Experiential Learning (CAEL) give an indication that they are heading in the same direction in filling a vacuum of information. We will be at the first meeting of CAEL and will be asking for this survey to be completed by those in attendance as well as mailing this to all CAEL members asking for their response.

Your assistance in completing this survey document and returning it to the hotel desk in Chicago, Room \_\_\_\_\_, or to me by mail before October 15, will be most sincerely appreciated. If you would like to discuss this matter further, please do not hesitate to contact me either in Chicago or at my office. All responses will be held in confidence and no College names will be used individually without their expressed permission.

All of you will receive a summary of my findings. Thank you very much for your assistance.

5

**SURVEY ON STRUCTURE, CURRENT PRACTICES AND  
FINANCING OF THE ASSESSMENT OF NON-COLLEGE  
SPONSORED PRIOR EXPERIENTIAL LEARNING**

Name of College or University \_\_\_\_\_

Name of Person completing this report \_\_\_\_\_

Title \_\_\_\_\_

**PART I: STRUCTURE AND CURRENT PRACTICES**

1. Does your institution now award credit or plan to award credit on the basis of experiential learning?

Yes  No (If no, you need not complete the remaining portion of this survey.)

2. Type of institution of higher education

Public two year \_\_\_\_\_ University \_\_\_\_\_  
 Private two year \_\_\_\_\_ Other \_\_\_\_\_  
 State College \_\_\_\_\_

3. In which office of your institution is the program to assess or credential experiential learning housed? (Check all that apply)

<u>Assess</u>	<u>Credential</u>
<input type="checkbox"/>	Dean of Continuing Education
<input type="checkbox"/>	Dean of Instruction
<input type="checkbox"/>	Director of Admissions
<input type="checkbox"/>	Other _____

4. Who performs the actual evaluation decision to credential the individual's experiential learning?

<input type="checkbox"/> Faculty	<input type="checkbox"/> Director of Admissions
<input type="checkbox"/> Director of Non-Traditional Studies	<input type="checkbox"/> Other _____

5. Against what criteria is a person's experiential learning measured? (Check all that apply)

<input type="checkbox"/> Specific courses in your college curricula
<input type="checkbox"/> Competencies
<input type="checkbox"/> General evaluation of a person's background
<input type="checkbox"/> Other _____

6. What is the maximum number of credits that can be awarded for experiential learning?

55

<input type="checkbox"/> Total Number	If there is a maximum number within a given area, please indicate, e. g. max. 8 credits in liberal arts
---------------------------------------	---

7. What techniques do you use to assess experiential learning? (Check all that apply)

<input type="checkbox"/> Formal examination	<input type="checkbox"/> Letter of Testimony
<input type="checkbox"/> Faculty interviews	<input type="checkbox"/> Job Descriptions
<input type="checkbox"/> CLEP	<input type="checkbox"/> Other _____
<input type="checkbox"/> Documentation	

8. Please list the curricula of your College for which credit is awarded for experiential learning.

---

---

---

---

9. Are there any specific curriculum areas or courses for which you have not been able to award credit for experiential learning?

Yes  No Curriculum areas \_\_\_\_\_

If yes, for what reason?

<input type="checkbox"/> Faculty reluctance	
<input type="checkbox"/> Administrative reluctance	
<input type="checkbox"/> Difficulty with state approving agency (e.g. State Board of Nursing Examiners)	
<input type="checkbox"/> Difficulty with professional approving agency (e.g. National League for Nursing, American Association of Collegiate Schools of Business)	
<input type="checkbox"/> Difficulty with transfer to upper division or graduate school	
<input type="checkbox"/> Other _____	

## PART II: FINANCING

1. Do you receive or have you received any federal or private foundation support for assessing experiential learning?

Yes  No. If yes, please indicate the agency or foundation:

---

2. If you are a state or quasi-state institution, do you receive any state funds to directly support the assessing of experiential learning?

Yes  No. If yes, on what basis? (Check all that apply)

<input type="checkbox"/> number of credits awarded to each student	
<input type="checkbox"/> special grant for this project	
<input type="checkbox"/> part of the regular operating budget	
<input type="checkbox"/> other _____	

3. Do you receive any local funds (particularly for community colleges) to support the assessing of experiential learning?

Yes  No. If yes, on what basis (Check all that apply)

number of credits awarded to each student  
 special budgetary appropriation for this project  
 part of regular operating budget  
 other \_\_\_\_\_

4. How are students charged for the assessment of their experiential learning? (Check all that apply)

no fees charged  
 College application fee \$ \_\_\_\_\_  
 Per credit hour awarded. \$ \_\_\_\_\_ per credit hour (normal credit hour tuition is \$ \_\_\_\_\_)  
 flat fee no matter how many credits awarded. \$ \_\_\_\_\_  
 other \_\_\_\_\_

5. If fees are charged, what is the basis for setting that fee? (Check all that apply)

same tuition rate as charged to all students  
 state mandated fee  
 estimated to cover student's share of overall operating costs  
 other \_\_\_\_\_

6. Do you believe that the fees charged to students are equitable?

Yes  No. If no, why not? \_\_\_\_\_

7. Do you believe that the fees charged to students are cost effective relative to other areas of your institution?

Yes  No. If no, why not? \_\_\_\_\_

8. If full time faculty are involved in the assessment of experiential learning, how are they compensated? (Check all that apply)

part of regular load--given reduction from normal teaching assignment  
 part of regular load--no additional compensation  
 on a per student basis--\$ \_\_\_\_\_ per student  
 on a credit hour basis--\$ \_\_\_\_\_ per credit hour  
 on a contact hour basis--\$ \_\_\_\_\_ per contact hour  
 contracted amount--\$ \_\_\_\_\_  
 other \_\_\_\_\_

9. Does your institution have a collective bargaining unit?  Yes  No.  
If yes, was the question of compensation negotiated?  Yes  No.

## **APPENDIX D**

**CAEL ASSEMBLY MEMBER INSTITUTIONS**

**Alabama**

**Huntingdon College**  
**New College - University of Alabama**

**Arkansas**

**University of Arkansas**

**California**

**Berkeley Learning Pavilion -**  
**North Peralta Community College**  
**California State Universities and Colleges**  
**California State University, Chico**  
**California State University at Los Angeles**  
**Chapman College**  
**Johnston College - University of Redlands**  
**LaVerne College**  
**San Francisco State University**  
**University of California, Los Angeles**  
**University of San Francisco**

**Colorado**

**University of Colorado**

**Connecticut**

**Board for State Academic Awards**  
**Capital Higher Education Service**  
**Sacred Heart University**  
**South Central Community College**

**District of Columbia**

**American Association of Community and Junior Colleges**  
**Universidad Boricua**  
**Washington International College**

**Florida**

**Broward Community College**  
**Florida International University**  
**Florida State University**  
**University of South Florida**  
**Valencia Community College**

**Georgia**

**Reinhardt College**

**Illinois**

**Black Hawk College**  
**De Paul University**  
**Eastern Illinois University**  
**Elmhurst College**  
**Governors State University**  
**Illinois Board of Higher Education**  
**Illinois State University**  
**Lincoln Open University**  
**Loop College**  
**North Central College**  
**Northeastern Illinois University**  
**Northern Illinois University**  
**Roosevelt University**  
**University of Chicago**  
**University of Illinois at Chicago Circle**  
**William Rainey Harper College**

**Indiana**

**University of Evansville**

**Iowa**

**Drake University**  
**St. Ambrose College**

**Kansas**

**Bethel College**  
**Friends University**  
**Sterling College**  
**University of Kansas**

**Kentucky**

**Berea College**  
**Kentucky State University**  
**University of Kentucky**

**Maine**

**University of Maine**

**Maryland**

**Antioch College**

**Massachusetts**

**Assumption College**  
**Bunker Hill Community College**  
**Framingham State College**  
**Massachusetts State College System**  
**North Adams State College**  
**Southeastern Massachusetts University**  
• **University of Massachusetts, Amherst**  
- **University of Massachusetts, Boston**  
**Western New England College**

**Michigan**

**Justin Morrill College**  
**Michigan State University**  
**Madonna College**  
**Oakland University**  
**Wayne State University**

**Minnesota**

**Macalester College**  
**Minnesota Metropolitan State College**  
**Moorhead State College**

**St. Olaf College**

**Ei**

**Mississippi**

**Natchez Junior College**

**Missouri**

**Culver-Stockton College**  
**Notre Dame College**  
**University of Missouri**  
**Washington University**  
**Webster College**

**Montana**

**Montana State University**

**Nebraska**

**Creighton University**  
**University of Nebraska**

**New Hampshire**

**New England Life Long Open Learning Project/**  
**New England Center for Continuing Education**  
**University of New Hampshire**

**New Jersey**

**Bergen Community College**  
**Brookdale Community College**  
**Educational Testing Service**  
**Jersey City State College**  
**Montclair State College**  
**Newark College of Engineering**  
**Princeton University**  
**Ramapo College of New Jersey**  
**Stevens Institute of Technology**  
**Thomas A. Edison College**

**New York**

**College of Saint Rose**  
**CUNY Baccalaureate Program**  
**Empire State College**  
**Fordham University**  
**Friends World College**  
**Hartwick College**  
**Hunter College of CUNY**  
**LaGuardia Community College**  
**Manhattan College**  
**Queens College**  
**Regional Learning Service of New York**  
**Richmond College of CUNY**  
**Rockland Community College**  
**St. Thomas Aquinas College**  
**State University College, Brockport**  
**State University College, Plattsburgh**  
**Staten Island Community College**  
**Syracuse University**

**North Carolina**

**Appalachian State University**  
**Mars Hill College**  
**Shaw University**  
**University of North Carolina**

**Ohio**

**Antioch College**  
**Dyke College**  
**East Central College Consortium**  
**Findlay College**  
**Mount Union College**  
**Oberlin College**  
**Ohio University**  
**University of Akron**  
**University of Cincinnati**  
**University of Dayton**

**Oregon**

**Southern Oregon College**  
**University of Oregon**

**Pennsylvania**

**Allegheny College**  
**Delaware County Community College**  
**Edinboro State College**  
**Lehigh County Community College**  
**Luzerne County Community College**  
**Saint Vincent College**  
**Susquehanna University**  
**University of Pennsylvania**

**South Dakota**

**Augustana College**  
**Huron College**

**Tennessee**

**Columbia State Community College**  
**Memphis State University**  
**State Technical Institute**  
**Tennessee State University**  
**University of Tennessee**

**Texas**

**Community College of the Air Force**  
**El Paso Community College**  
**Texas Christian University**  
**Texas Southern University**  
**Trinity University**  
**University of Texas at Dallas**  
**University of Texas of the Permian Basin**

**Vermont**

**Community College of Vermont**

**Virginia**

**J. Sargeant Reynolds Community College**  
**Mary Baldwin College**  
**Virginia Polytechnic Institute**  
**and State University**

**Washington**

**Everett Community College**  
**Evergreen State College**  
**Fort Wright College**  
**Whatcom Community College**

**West Virginia**

**Alderson-Broaddus College**

**Wisconsin**

**Milwaukee School of Engineering**  
**University of Wisconsin System**

**UNIVERSITY OF CALIF.  
LOS ANGELES**

**MAR 07 1975**

**CLEARINGHOUSE FOR  
JUNIOR COLLEGE  
INFORMATION**